

# HOUSEHOLD GOODS SHIPMENT COUNSELING CHECKLIST

## NOTICE

This checklist will be used by Supply Service personnel when counseling a transferee and/or spouse assigned to a new duty station within the continental limits of the United States. New appointees will also be counseled using the checklist. The counseling may be accomplished through a personal contact or by means of telephonic contact, however, personal contact is preferred.

Place a check mark next to those items discussed.

|  |                                                                                         |  |                                                                                                                             |
|--|-----------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------|
|  | 1. Weight allowances. (FPMR 101-7, Chapter 2, Part 8)                                   |  | 10. Filing Claims:                                                                                                          |
|  | 2. Explained VA Manual, MP-2, Subchapter G.                                             |  | a. Assistance by Supply Service personnel, (MP-2, Subchapter G.)                                                            |
|  | 3. Explained the GSA "Tender of Service."                                               |  | b. Claim forms supplied by carrier vs. letter by transferee.                                                                |
|  | 4. Necessity for being present during packing, loading, unloading, and unpacking.       |  | c. Time limitation.                                                                                                         |
|  | 5. Inventory at origin and/or destination:                                              |  | d. Validity of claim (VA and carrier).                                                                                      |
|  | a. Accuracy in preparation of inventory.                                                |  | e. Transferee's right to file claim against VA (31 U.S.C. 3721).                                                            |
|  | b. Accuracy in condition of goods shipped.                                              |  | f. Paperwork processing (VA Regulations 5664-5669).                                                                         |
|  | c. Accuracy in labeling of goods.                                                       |  | g. Unsatisfactory offer or settlement by carrier.                                                                           |
|  | d. Completeness of inventory.                                                           |  |                                                                                                                             |
|  | e. Annotating exceptions on inventory if in disagreement with carrier's representative. |  | 11. Delivery and unpacking:                                                                                                 |
|  | f. Annotating losses and/or damages on inventory.                                       |  | a. Carrier notifying transferee at least 24 hours prior to arrival.                                                         |
|  | g. Signing inventory and retaining copy.                                                |  | b. Hours of delivery, unloading, unpacking, (8 a.m. to 5 p.m. weekdays).                                                    |
|  |                                                                                         |  | c. Carrier responsibility for assembling items disassembled at origin.                                                      |
|  | 6. Released valuation:                                                                  |  | d. Carrier responsibility for unpacking items packed at origin, and for laying rugs and placing furniture.                  |
|  | a. .60 cents per pound per article.                                                     |  | e. Carrier responsibility for removing debris.                                                                              |
|  | b. \$1.25 times net weight of shipment.                                                 |  | f. Inspection of services by VA representative.                                                                             |
|  | c. Lump sum value exceeding \$1.25 times net weight of shipment.                        |  |                                                                                                                             |
|  | d. Extraordinary value.                                                                 |  | 12. Unusual items                                                                                                           |
|  | e. While in storage-in-transit.                                                         |  | a. Live plants - U.S.D.A. certificates                                                                                      |
|  | f. Reimbursement of charges for increased carrier's liability.                          |  | b. Frozen foods and perishable items.                                                                                       |
|  | g. Depreciation factor.                                                                 |  | c. Pool tables.                                                                                                             |
|  | h. VA's liability up to \$25,000 per 31 U.S.C. 3721.                                    |  | d. Outdoor recreational equipment.                                                                                          |
|  |                                                                                         |  | e. Patio furniture.                                                                                                         |
|  | 7. Weighing shipments:                                                                  |  | f. Emptying gas tanks on lawn mowers, garden tractors, snow plows, etc.                                                     |
|  | a. Rules of thumb for determining <i>estimated net weight</i> .                         |  | g. Privately Owned Professional Books, Equipment, etc. (MP-1, Part II, Chapter 2.)                                          |
|  | (1) MP-2, Subchapter G.                                                                 |  | h. Bulky articles.                                                                                                          |
|  | (2) 40 lbs. per line item on inventory.                                                 |  | i. Inspection for gypsy moths.                                                                                              |
|  | b. Driver's presentation of tare weight certificate prior to loading.                   |  | 13. Other subjects discussed not specifically mentioned above ( <i>specify briefly - use separate sheet if necessary</i> ). |
|  | c. Witness weighing of vehicle at origin and if reweighed at destination.               |  |                                                                                                                             |
|  |                                                                                         |  |                                                                                                                             |
|  | 8. Storage-in-transit:                                                                  |  |                                                                                                                             |
|  | a. At origin vs. destination.                                                           |  |                                                                                                                             |
|  | b. If at destination, within 50 mile radius of ultimate residence.                      |  |                                                                                                                             |
|  | 9. GSA Form 3080, Household Goods Carrier Performance Report:                           |  |                                                                                                                             |
|  | a. Completeness.                                                                        |  |                                                                                                                             |
|  | b. Accuracy.                                                                            |  |                                                                                                                             |
|  | c. Validity.                                                                            |  |                                                                                                                             |
|  | d. Submission Requirements (MP-2, Subchapter G.)                                        |  |                                                                                                                             |

## CERTIFICATION

I certify that the above checked items have been discussed with me and/or my spouse and that I agree with carrier's maximum liability shown on VA Form 90-2272a, Request for Household Goods Shipment. Any change in this liability will be given to the issuing officer of the Government Bill of Lading in ample time to notify all persons involved. I also understand that failure to do so may cause an undue financial hardship on me.

|                                                                                   |  |                                      |  |
|-----------------------------------------------------------------------------------|--|--------------------------------------|--|
| SIGNATURE OF TRANSFEREE OR SPOUSE                                                 |  | DATE                                 |  |
| Did you receive a copy of "Guidelines for Shipment of Household Goods." (IB 90-1) |  | INITIALS OF TRANSFEREE AND/OR SPOUSE |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                          |  |                                      |  |
| VA FACILITY                                                                       |  | TELEPHONE (Area Code)                |  |
| SIGNATURE OF SUPPLY COUNSELOR                                                     |  | DATE                                 |  |